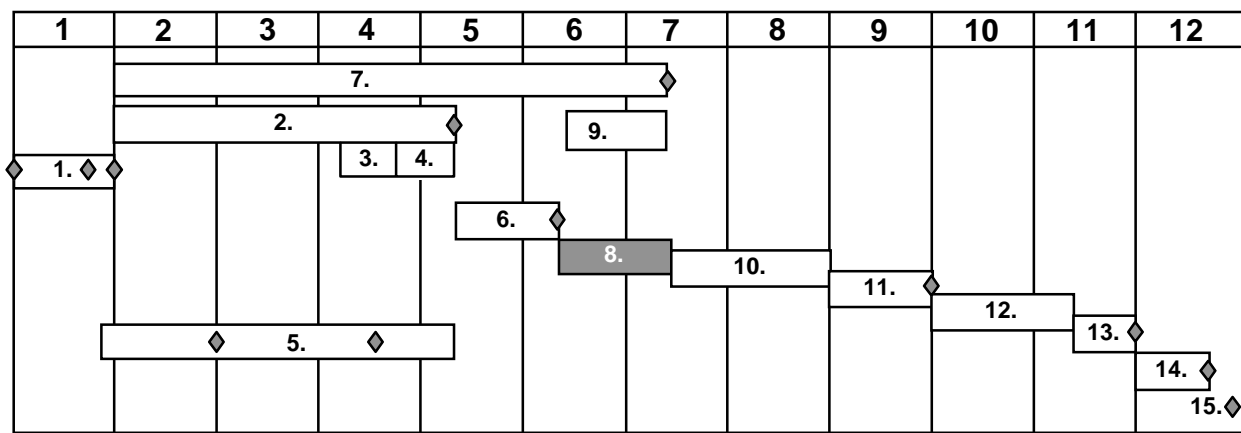


STEP 8: RESPOND TO SOLICITATION

8.1 OVERVIEW



◆ Major Milestone Event

The activities that take place during this step involve the submission of offers (proposals) by private industry for the performance of the commercial activity. This step also entails the government's receipt and initial processing of these offers.

To facilitate the solicitation process for the performance of commercial activities, it is usually beneficial to allow potential offerors to inspect the existing facilities where the commercial activity will be performed prior to the time offerors prepare and submit their offers. It may also be useful for the contracting officer to convene a preproposal conference to respond to offerors' questions. These activities often necessitate allowing offerors a period of 45 days to submit offers from the date the solicitation is issued.

The contracting officer will also respond to any written questions submitted by the commercial offerors about the solicitation. The contracting officer issues any amendments to the solicitation resulting from responses to questions or other changes, such as new Navy contracting instructions. Then, the offerors complete

and submit their proposals. The contracting officer receives and safeguards all proposals. *It is important to note that Step 8 must remain open until the IHCE is sealed in Step 7, which occurs after the completion of the independent review in Step 9.*

An important element in the timely completion of Step 8 is the quality of the PWS produced in Step 2. A PWS that provides a clear description of the work to be performed and the performance standards to be met will facilitate the timely submission of contractor offers. In addition to the quality of the PWS, there are other factors that may delay the completion of Step 8. First, if there are significant problems with the solicitation that require the contracting officer to issue amendments, the due date for submission of offers may have to be extended. These problems may include ambiguity or errors in the PWS or other parts of the solicitation. Second, the deadline for submission of offers may also have to be extended if changes to the Management Plan are required. The due date for submission of private industry offers may not occur before the government's

Management Plan (including the Technical Performance Plan) is completed and sealed.

8.2 CHECKLISTS FOR KEY PLAYERS

Standard procurement checklists are available from the contracting officer and should be utilized as required.

8.3 TEMPLATES

Standard contract templates are available from the contracting officer and should be utilized as required.